LEARNING RESOURCES FOR FACULTY
LIBRARY SERVICES AND ACADEMIC SUPPORT CENTERS
2019 - 2020
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# LEARNING RESOURCES DEPARTMENT FACULTY & STAFF

## CONTACTS

**Dr. Christina Will**, Dean of Learning Resources

### PALATKA CAMPUS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Public Services Librarian</td>
<td>Joyce Smith</td>
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<tr>
<td>Public Services Librarian</td>
<td>Brittnee Fisher</td>
</tr>
<tr>
<td>Academic Support Coordinator</td>
<td>Timothy Smith</td>
</tr>
<tr>
<td>Library Services Office Specialist</td>
<td>Kelly Lewis</td>
</tr>
<tr>
<td>Circulation Manager LTA</td>
<td>Jennifer Anderson</td>
</tr>
<tr>
<td>Technical Services LTA</td>
<td>Ann Spinler</td>
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<tr>
<td>Adjunct Librarian</td>
<td>Mary Murphy</td>
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### ORANGE PARK CAMPUS

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<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>Campus Librarian</td>
<td>Eric Biggs</td>
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<tr>
<td>Public Services Librarian</td>
<td>Andrew Macfarlane</td>
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<tr>
<td>Academic Support Coordinator</td>
<td>Michelle Mancil</td>
</tr>
<tr>
<td>Circulation Manager LTA</td>
<td>Brenda Carter</td>
</tr>
<tr>
<td>Serials Manager LA</td>
<td>Joan Hayes</td>
</tr>
<tr>
<td>Adjunct Librarian</td>
<td>Jerry Higingbotham</td>
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### ST. AUGUSTINE CAMPUS

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<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>Campus Librarian</td>
<td>Royce Bass</td>
</tr>
<tr>
<td>Public Services Librarian</td>
<td>Beryl White-Bing</td>
</tr>
<tr>
<td>Academic Support Coordinator</td>
<td>Sarah Taylor</td>
</tr>
<tr>
<td>Circulation Manager LTA</td>
<td>Karen Muscavage</td>
</tr>
<tr>
<td>Serials Manager LA</td>
<td>Dara Petersen</td>
</tr>
<tr>
<td>Adjunct Librarian</td>
<td>Kristin Davis</td>
</tr>
</tbody>
</table>
ORGANIZATIONAL CHART

DEPARTMENT OF LEARNING RESOURCES

SJR State District Board of Trustees

Joe H. Pickens, J.D.
President, SJR State

Dr. Melanie Brown
Vice President for Academic Affairs and Chief Academic Officer

Dr. Christina Will
Dean of Learning Resources

LIBRARY

Royce Bass
Campus Librarian
St. Augustine

Eric Biggs
Campus Librarian
Orange Park

Beryl White-Bing
Public Services Librarian

Andrew Macfarlane
Public Services Librarian

Brittnee Fisher
Public Services Librarian

Joyce Smith
Public Services Librarian

Karen Muscavage
LTA - Circulation

Brenda Carter
LTA - Circulation

Joan Hayes
LTA - Serials

Kelly Lewis
Office Specialist

Jennifer Anderson
LTA - Circulation

Ann Spinler
LTA - Tech Services

Adjunct Librarians

Part-time Assistants

Part-time Assistants

Part-time Assistants

ACADEMIC SUPPORT CENTER

Tim Smith
Academic Support Coordinator
Palm Coast

Michelle Mancil
Academic Support Coordinator
Orange Park

Sarah Taylor
Academic Support Coordinator
St. Augustine

Peer Tutors

Peer Tutors

Peer Tutors
HOURS OF OPERATION

THE LIBRARY

The Library maintains a standard schedule of hours at each campus during standard College semesters and provides 63½ hours of service per week at each location.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>1:00 p.m. – 5:00 p.m.</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>Monday – Thursday</td>
<td>7:30 a.m. – 8:00 p.m.</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. – 5:00 p.m.</td>
<td>Fall, Spring</td>
</tr>
</tbody>
</table>

In addition to providing service while classes are in session, the Library maintains hours of operation between semesters that mirror the College’s hours of operations. During these intersession hours, the Library is accessible to all patrons, however patron privileges and the availability of reference and information services may vary from those enjoyed during the semester.

Variances in the schedule occur based on the College’s academic and administrative calendars. Visit http://libraries.sjrstate.edu/Library/policies for the annual schedule of special hours and holidays.

THE ACADEMIC SUPPORT CENTER

Each Academic Support Center operates Monday – Friday during the Fall and Spring semesters and Monday – Thursday during the Summer. Each campus Academic Support Center (ASC) provides at least 40 hours of services each week to currently enrolled SJR State students. Operating hours and subject offerings vary by semester and location based on student needs, funding, and tutor availability. Hours of operation and tutoring schedules are available online at http://libraries.sjrstate.edu/ASC. The ASCs are closed when the Library is closed.
THE LIBRARY

The mission of the B.C. Pearce Learning Resources Center, the Orange Park Campus Library, and the St. Augustine Campus Library (herein collectively referred to as the Library) is to provide quality services, instruction, and resources which support the mission of St. Johns River State College and meet the informational, educational, cultural, and lifelong learning needs of the College community.

In order to accomplish our mission of providing quality services, instruction, and resources to the College community, the St. Johns River State College Library will strive to fulfill the following goals:

   A. To build a relevant, comprehensive collection of resources of the highest degree of excellence, both qualitative and quantitative;

   B. To teach students to seek, retrieve, evaluate, and utilize information by providing a comprehensive program of formal and informal instruction (to individuals or groups complemented by stand-alone or course-embedded educational resources) and to impart the tenets of information literacy that will serve users’ academic and informational needs in their studies at SJR State and throughout their lives;

   C. To provide the highest degree of service by employing knowledgeable faculty and personnel who are sensitive to the needs of our patrons and strive to accommodate them, thereby fostering a user-friendly atmosphere;

   D. To promote and reflect the diversity of our community through staffing, services, and collections;

   E. To alert patrons to the Library’s services and resources through faculty and student outreach efforts, displays, instructional materials, and academic programs;

   F. To make the collections of the SJR State Library accessible to all patrons through effective cataloging and innovative use of technology;

   G. To make the resources and services of the SJR State Library accessible to all students and faculty regardless of their location or physical abilities;

   H. To exploit the potential of technology in all areas to better serve our patrons and to ensure that equipment and systems used to implement the SJR State Library’s programs and services are equal to the task;
I. To establish collaborative partnerships with other area libraries via reciprocal agreements and resource sharing and to provide access to the collections of other institutions through online catalogs, consortia agreements, and resource sharing services;

J. To participate in and contribute to the statewide reciprocal borrowing agreement and resource sharing efforts of Florida's State College System and State University System libraries;

K. To maintain close contact with the faculty and administration of SJR State to keep abreast of the present and future needs of the academic programs and to seek their assistance when developing policy statements, new collections, and long range plans;

L. To develop and maintain an understanding of user needs through curricula review, faculty cooperation, and user surveys and to respond to those needs accordingly;

M. To ensure that the facilities of the SJR State Library have adequate space to house physical collections and technological resources while providing academic and working environments that meet the needs of students, faculty, and staff;

N. To participate in the institutional planning program of the College through annual institutional effectiveness goal-setting, assessment, and review; to systematically evaluate the Library's mission, policies, collections, services, facilities, and technology to improve access to resources and ensure effectiveness in accomplishing the Library's mission;


THE ACADEMIC SUPPORT CENTER

The mission of the Academic Support Center (ASC) is to provide high-quality learning support services and resources that strengthen subject mastery and promote student success while empowering students to become independent, active learners.

In order to accomplish our mission, the Academic Support Center will strive to fulfill the following goals:

A. To provide professional tutoring services in various subject areas on-demand and by appointment to individuals;
B. To provide individual peer tutoring services in various subject areas on-demand and by appointment to individuals;

C. To provide professional supplemental instruction in strategies and methods known to foster student success individually as needed or to groups; to work collaboratively with other departments to create and deliver programs that contribute to overall student development;

D. To provide the highest degree of service by employing knowledgeable personnel who are dedicated to helping students achieve their academic goals and become independent, active learners;

E. To provide access to online learning support products and programs;

F. To promote academic support services and resources to students and faculty;

G. To work with faculty and program directors to identify the learning support needs of students in all disciplines and to respond to those needs;

H. To exploit the potential of technology to better serve our students;

I. To ensure that the facilities of the ASC have adequate space and a suitable working environment to deliver learning support services and resources to students on campus.

J. To participate in the institutional planning program of the College through annual institutional effectiveness goal-setting, assessment, and review; to systematically evaluate the ASC's mission, policies, services, facilities, and technology to improve access to resources and ensure effectiveness in accomplishing the ASC's mission;

K. And to comply with the National Tutoring Associations’ Code of Ethics.

**LIBRARY RESOURCES & SERVICES**

Each campus library provides Circulation Services, Research & Instructional Services, and Technical Services. Acquisition Services are centralized at the Palatka Campus Library but each Campus Librarian serves as a liaison to Acquisitions.

**RESOURCES**

Each campus library features a Circulating Collection of books and DVDs organized using the Library of Congress classification system in open stacks. The Reserves Collection of
instructor-designated material is kept behind the Circulation Desk; students should be referred to the Circulation Desk to access Reserves material.

The SJR State Library’s resources include:

- 67,000+ books
- 185,000+ eBooks
- 11,000+ DVDs
- 58,000+ streaming videos
- 121 online databases & digital resources (See Appendix A)
- Over 23,000 journals' full text
- 330 print magazine subscriptions
- Anatomical models
- Reserve collections of instructor materials
- Computers, copiers, scanners, & printers in the Library and connected computer lab for current students, faculty, and staff
- Webcams & headsets for completing online exams
- Video cameras for students' class assignments
- WiFi for current students, faculty, and staff

Study spaces, student computers outfitted with Office products, printers, and scanners are available in each library. Each campus library also features a computer lab located near the computer classrooms; computers in the computer lab are outfitted with Office products and additional software programs that are used in SJR State courses.

**Discovering & Accessing Library Resources**

The physical and digital collections of the SJR State Library are accessible through the Library’s catalog. Links to the SJR State Library Catalog, the Library Databases page, the all-in-one search tool CatalogPlus, and the Statewide Catalog are provided on the Library tab in MySJRstate. These links are coded to provide users seamless access to the Library’s proprietary resources without requiring additional log-in credentials.

Accessing the Library’s digital subscriptions to *The New York Times* and *The Chronicle of Higher Education* requires each user to register at each publication’s site. Once registered, a user may access the publication via the product’s web site and/or the product’s app on any device from any location. Please refer to the instructions provided below when registering for access to these digital subscriptions.

**How to register for The New York Times**

**How to register for The Chronicle of Higher Education**

Individual accounts are also required to take full advantage of the functions offered by each of the Library’s streaming video platforms. For complete instructions, visit the Library’s guide for:

**Films on Demand**

**Swank**

**Kanopy**
Incorporating Library Resources in Canvas

Streaming videos, articles, images, and links to books and eBooks may be embedded into Canvas or saved and uploaded into Canvas depending on the product. For assistance incorporating licensed Library resources into Canvas, contact your local librarian:

- Palatka Campus Library: Britnee Fisher or Joyce Smith
- Orange Park Campus Library: Andrew Macfarlane or Eric Biggs
- St. Augustine Campus Library: Beryl White-Bing or Royce Bass

CIRCULATION SERVICES

Faculty members are automatically eligible to borrow SJR State Library materials – no application is needed. Borrowing privileges are granted for the length of your employment with SJR State, therefore adjunct faculty’s privileges expire at the end of each semester.

Faculty may borrow materials from each campus library by presenting their SJR State ID card or government issued photo ID. Loan periods for materials checked out from the SJR State Library vary by material type. For all transactions, the Library adheres to applicable laws governing the release of library records including Florida Statute 257.261 and the Family Educational Rights and Privacy Act.

Faculty Loan Periods for SJR State Library Material

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>CHECK-OUT or ACCESS LIMIT</th>
<th>LOAN PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT MATERIAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>Unlimited</td>
<td>End of term</td>
</tr>
<tr>
<td>Periodicals</td>
<td>Unlimited</td>
<td>3 days</td>
</tr>
<tr>
<td>DIGITAL CONTENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Articles</td>
<td>Unlimited</td>
<td>n/a</td>
</tr>
<tr>
<td>eBooks</td>
<td>Unlimited</td>
<td>Varies by vendor</td>
</tr>
<tr>
<td>Streaming videos</td>
<td>Unlimited</td>
<td>n/a</td>
</tr>
<tr>
<td>DVDs</td>
<td>3 titles</td>
<td>7 days</td>
</tr>
<tr>
<td>A/V EQUIPMENT</td>
<td>On-campus loan</td>
<td>Varies by item</td>
</tr>
<tr>
<td>INTER-LIBRARY LOANS</td>
<td>Varies by source</td>
<td>Varies by lender</td>
</tr>
<tr>
<td>RESERVE ITEMS</td>
<td>Unlimited</td>
<td>Varies*</td>
</tr>
</tbody>
</table>

*The loan periods for Reserve items is determined by the instructor or department that owns the item.

All checked-out material must be returned to your local campus library by the end of the semester for inventory purposes. Once accounted for, the material may be checked out again if no one has placed a hold on the item.

Lost or damaged materials should be reported to the Circulation Manager as soon as possible. You are responsible for paying the replacement cost of the lost or damaged material. Please refer to the Circulation Services Policy for details regarding pricing. In lieu of
payment, you may provide a replacement copy of the lost material upon approval from the Campus Librarian or the Dean of Learning Resources.

**Delegation of Authority to Borrow**

If you wish to have another person check out library materials for you, you must grant authority to do so; please send an email to the Circulation Manager of your campus library to notify the Library of the authorization in advance of sending a person in your stead. Materials thusly borrowed are the responsibility of the faculty member who submitted the authorization.

**Reserves Collection**

To assist in the distribution of class materials, each SJR State Library has a Reserves Collection consisting of items selected by faculty members for their students’ use. Any item personally owned by you or by an SJR State department may be placed on Reserve in the Library including books, DVDs, photocopies, or objects. The Library then checks out the item to students so you do not have to manage the item. You may also choose to put an item owned by the campus library on Reserve for a specified time period for in-library use.

Please note that, due to privacy laws, Library personnel cannot tell you which students have or have not checked out an item from the Reserves Collection (even if you own the item). Also note that a barcode and spine label will be placed on each Reserve item even if it is your own copy or is owned by another department.

If you wish to place an item on Reserve for use by your students, please submit a Faculty Reserves Request form to the Circulation Manager at the campus library where you would like the item(s) housed at least three days prior to the time of the class need. A copy of the form is provided in this handbook; you may also copy & paste this information into an email to the Circulation Manager if you prefer.

There is no limit to the number of items that can be placed on Reserve. Reserve items may be designated as a 4-hour “Library Use Only” loan (the item cannot leave the premises), an “Overnight” loan, a 3-day loan, or a 7-day loan. You must indicate which loan period you prefer when making the Reserve request.

Items will be returned to faculty at the End Reserve Date designated by the faculty member. If no date is given, the item will be returned to you at the end of the semester and department items will be returned to the department. Items selected from the Library’s collection for Reserve designation will be returned to the Library’s Circulating Collection. If material’s End Reserve Date passes and is not returnable to faculty via campus mail, the faculty member must pick up the material personally. Unclaimed Reserve material may be disposed of as the library deems appropriate.

Contact your campus Circulation Manager:
Palatka Campus Library  Jennifer Anderson
Orange Park Campus Library  Brenda Carter
St. Augustine Campus Library  Karen Muscavage
Faculty Reserves Request

Please give the Library 3 days to place items on Reserve before referring students to the Circulation Desk to use an item.

Faculty Name: ___________________________  Section #: ___________________________

Course Name: ___________________________

Begin Reserve Date: ___________________________  End Reserve Date*: ___________________________

If you are placing a book or DVD on Reserve:
Is this your personal copy? Yes ☐  No ☐

If this is your personal copy, please note:
- The Library must affix a barcode and spine label to your item.
- The Library cannot be held responsible for damage or theft of Reserves materials.
- If this you are requesting a Library book be placed on Reserve, please be sure to denote the edition below or provide the call number for the copy you want.

If you are placing a photocopied article on Reserve:
Do you plan on keeping the article on Reserve for more than one semester? Yes ☐  No ☐

If you select Yes, the Library will obtain copyright permission from publisher. Please note the Library pays a significant fee for each article for each semester it is kept on Reserve. If you would like assistance posting a copy of the article to your course in Canvas (NOT on a publicly accessible web site), contact your campus Public Services Librarian.

*Items will be returned to faculty at the End Reserve Date designated by the faculty member. If no date is given, the item will be returned at the end of the semester. Unclaimed Reserve material may be disposed of as the library deems appropriate.
<table>
<thead>
<tr>
<th>Title</th>
<th>Loan Period – 4 hours, overnight, 3 days, 7 days</th>
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RESEARCH & INSTRUCTIONAL SERVICES

Inquiries concerning research needs, instructional sessions, or instructional materials should be directed to the Public Services Librarian at each campus. Research & Instructional Services are provided by SJR State Librarians and adjunct librarians Monday - Thursday from 7:30 a.m. – 8:00 p.m. and Friday from 7:30 a.m. – 5:00 p.m. Faculty are also encouraged to consult freely with the Librarians when planning assignments involving the use of Library resources and services.

Research Assistance Services

Each campus library has a Public Services Librarian or adjunct librarian on duty to assist you and your students in making full use of the Library’s resources including the online catalog, online databases, and other research tools. Public Services Librarians can help construct effective search strategies, recommend resources, help determine the authority of sources and claims, and provide citation instruction for MLA, APA, and Chicago Style formats. Individual research assistance is provided on-demand, in-person at each campus library and also by chat via Ask-A-Librarian.

Instructional Services

Classes and instructional content provided by a Public Services Librarian assist students in developing a set of skills and abilities (often referred to as information literacy skills) that enable them to find, retrieve, evaluate, and use information sources within and beyond their academic studies. General Library instruction focuses on the outcomes defined in ACRL’s Information Literacy Competency Standards for Higher Education as measured by the Standardized Assessment of Information Literacy Skills (SAILS) test which is currently administered annually to a cohort of students enrolled in ENC1102 at SJR State.

Library instruction is regularly provided in a classroom setting for Composition I, Composition II, and Introduction to Literature courses. The instructional sessions for each course are based upon the learning outcomes that the Public Services Librarians and English faculty determined for each course and are congruent with the College’s student learning outcomes relating to retrieving, organizing, and effectively using information. The material presented in these lectures are also available to SJR State faculty as Canvas modules.

Classes, instructional content, and exercises can be developed by SJR State’s Librarians for any subject area, course, or specific Library resource upon faculty request. Modes of delivery include in-library instruction, in-classroom instruction on campus, off-site instruction, and online delivery via Canvas or LibGuides.

To request the development of instructional materials or to schedule a class, please contact your Public Services Librarian.

Palatka Campus Library  Brittnee Fisher or Joyce Smith
Orange Park Campus Library  Andrew Macfarlane
Inter-campus and Inter-Library Loans

While the SJR State Library has three locations, the Circulating Collection is considered one, shared collection. Books or DVDs located at any SJR State campus library may be requested by you directly through the SJR State Library Catalog and will be delivered to your campus library by the courier. Simple click the “Place a Hold” link and select the campus library where you would like to pick up the item. You may return SJR State materials to any campus library.

The Statewide Catalog provides access to the holdings of every library in the Florida College System (FCS) and the State University System (SUS). You may request an inter-library loan of items from an FCS or SUS library directly through the catalog using the UBorrow feature. If you cannot find an item in the FCS or SUS libraries, provide the citation information to your Public Services Librarian and s/he will locate the item for you and request it. To place an inter-library loan request for an item found in WorldCat, please contact your Public Services Librarian for assistance.

Loan periods for books acquired via inter-library loan are set by the lending institution. Renewals are made at the lending institution’s discretion. Fines and fees may be charged by the lending institution and are your responsibility. For the complete policy regarding inter-library loans, please refer to the faculty page in the Circulation Services Policy.

Educational Technology Assistance

The Librarians will provide assistance with basic computer and software functions including Office products, Canvas, MySJRstate, VR experiences in the Library’s collection and its related hardware, Respondus and its related hardware, and Smarthinking. In-depth tutorials on the intricacies of specific software programs are outside the scope of Research & Instructional Services.

Additionally, Library faculty and staff will assist students who need to make a video presentation as part of a class requirement. The scope of this assistance is limited to providing the student access to needed equipment, setting up said equipment, providing basic, point-and-shoot assistance if needed, and providing assistance uploading the video to Canvas if needed. A video camera, backdrop, and lighting is available for student’s use in the library.

ACQUISITION SERVICES

Items obtained through the Library’s Acquisition Services are intended for the Library’s Circulating Collection for the benefit of all patrons. If you need material for the exclusive use of students in your class, please speak to your Dean or Director about securing funds and acquiring those materials.
Books, DVDs & Digital Content

An aspect of instructional support is curating the Library’s collections to ensure there are sufficient materials to support the informational, educational, cultural, and lifelong learning needs of the College community. Each campus library engages in collection development activities with the Collection Development Policy, which is Board approved and reviewed annually by the SJR State Librarians and the College’s Learning Resources Committee, serving as a guide. In addition to the campus collection development activities, Librarians who serve as program liaisons select materials for all three campuses in specified subject areas, namely nursing, allied health, and early childhood education.

The Dean of Learning Resources and the Librarians at each campus welcome the help of faculty members in building a comprehensive collection. Faculty requests for items that meet the guidelines set forth in the Collection Development Policy are given priority and are ordered as funds are available. To request materials for purchase, contact your Campus Librarian or the Dean of Learning Resources and provide relevant citation information, an ISBN number, or a link to a vendor’s page for the item.

The SJR State Library uses Ingram as its primary book vendor. Amazon is used for titles that are not available through Ingram. For DVDs, the SJR State Library uses the services of Midwest Tape and Amazon. Streaming video content is licensed by the Library through Kanopy, Swank, Films on Demand, and Alexander Street. Additional vendors may be added as needed and approved by the College’s Business Office.

Please note that libraries are often charged different prices than those charged to consumers. The Library pays for materials through the College’s system of purchase orders so please allow some time for requested items to arrive (usually 2 – 3 weeks for in-stock items) and additional time for each item to be cataloged and processed by the Library’s Technical Services staff.

Print Periodical Subscriptions

The print Periodicals Collection housed in each campus library includes magazines, journals, bulletins, and newspapers selected by the faculty and Librarians to provide general reading material and titles that support the College curricula. Requests for new periodical subscriptions may be made at any time, however, to comply with the needs of our subscriptions service (WT Cox), any requests made after the first Friday of September will be processed with the next year’s subscriptions. Principles guiding the selection of periodical titles are included in the Collection Development Policy.

Digital Periodical Subscriptions

The Library subscribes to The New York Times online for all faculty, students, and staff. Additionally, the Library subscribes to The Chronicle of Higher Education online for all faculty and staff. Each subscription provides users unlimited access to all articles, the ability to make personal accounts, and the ability to read it on any computer or mobile device. Please
refer to the instructions provided below when registering for access to these digital subscriptions.

How to register for The New York Times
How to register for The Chronicle of Higher Education

The Library subscribes to several other individual periodical titles digitally. Often termed eJournals, these individual titles are accessed from the Library Databases page on MySJRState and are usually presented in the same arrangement as the title’s print equivalent.

Subscriptions to the digital equivalent of a print periodical will be made by the Library if a title meets the following conditions:

1. The digital edition permits unlimited, concurrent users;
2. The digital subscription does not include an embargo period;
3. There is no additional platform fee charged by the title’s publisher;
4. Authentication is via EZ Proxy or OpenAthens;
5. The platform meets accessibility requirements particularly for visually impaired users;
6. The price for the digital subscription is equal to or less than the cost of three print subscriptions of that title.

Recent Acquisitions

New items are always being added to the collections of the SJR State Library. To let our patrons know about the Library’s new acquisitions, the titles, descriptions, and call numbers of new items are posted on each campus library’s web page: Palatka | Orange Park | St. Augustine

ACADEMIC SUPPORT CENTER RESOURCES & SERVICES

Each Academic Support Center (ASC) has a full-time Academic Support Coordinator who provides tutoring and supplemental instruction and is responsible for making tutoring available in various college subjects through the hiring and scheduling of peer tutors. The Academic Support Coordinators work collaboratively with faculty to identify needs, develop appropriate support services, and deliver those services. Each Coordinator promotes the use of the ASC and its resources through classroom visits on and off campus and welcomes faculty invitations to speak with students.

RESOURCES

The Academic Support Centers are outfitted with computers that provide online tutoring and remediation products including Smarthinking, Turnitin, EdReady, the Virtual Skills Lab, and HippoCampus to currently enrolled SJR State students. The ASC’s computers are also loaded with learning support programs that accompany the textbooks currently used by SJR State. The complete list of learning support programs is provided in Appendix B.
Smarthinking provides online tutoring in math, writing, science, Spanish, and nursing. Each Academic Support Coordinator has administrative access to Smarthinking and is authorized to give students additional minutes should a student exceed their allotted 300 minutes per semester.

In addition to digital learning support resources, each ASC has a variety of models and learning objects available for student use.

**SERVICES**

**Tutoring**

Tutoring is provided by the Academic Support Coordinator to individuals and groups on-demand. Each Academic Support Coordinator specializes in tutoring in mathematics through calculus and other disciplines as qualified. Each campus’ Science Lab Coordinator provides 10 hours of science tutoring in the Academic Support Center weekly. Peer tutors provide individual tutoring in various subjects – subject coverage and hours of availability vary by campus and semester.

**Supplemental Instruction**

The Academic Support Coordinators coordinate, develop, and provide supplemental instruction for a variety of student populations on specialized subjects as needed. The Academic Support Coordinators also coordinate, develop, and provide group workshops for a variety of student populations on strategies that contribute to overall student success. Workshops can be conducted outside of the Academic Support Center, including off-site locations. To develop supplemental instruction opportunities in your subject area or suggest topics for student success workshops, contact your campus Academic Support Coordinator.

Palatka Campus  
Orange Park Campus  
St. Augustine Campus

Tim Smith  
Michelle Mancil  
Sarah Taylor

Created April 2018; updated July 2019
APPENDIX A: Online Databases and Digital Resources Available to SJR State Faculty and Students

For the most current list, to view this list by subject, or to access a resource, visit the Library page in MySJRstate and click the Library Databases link.

This list is organized by funding source. Funding sources include:

- Statewide Allocation – These resources were funded by the Florida legislature through a statewide allocation for electronic resources for all Florida College System libraries. Offerings may change January 1st due to state funding.
- SJR State Library – These resources were paid for by the Library with College funds.
- SJR State Library and Statewide Allocation – The base edition of these collections were funded by a statewide allocation from the Florida legislature for all Florida College System libraries and the SJR State Library purchased additional digital resources (eBooks) for these collections.
- State Library of Florida – These resources were funded by the State Library of Florida as part of the Florida Electronic Library collection for all Florida residents. Offerings may change effective October 1st due to state funding.
- Free – Free resources that the Library has made available via the Library Databases page for our users’ convenience.

Statewide Allocation

Academic Search Complete (EBSCO)
Access World News Research Collection (NewsBank)
America's News (NewsBank)
Applied Science & Technology Source (EBSCO)
Art & Architecture Source (EBSCO)
Biography in Context (Gale)
Business Source Complete (EBSCO)
CINAHL Complete (EBSCO)
Consumer Reports.org (EBSCO)
CQ Researcher Plus Archive (CQ Press)
Criminal Justice (ProQuest)
Education Source (EBSCO)
ERIC (EBSCO)
European Views of the Americas (EBSCO)
Films on Demand (Infobase Publishing)
Florida Newspapers (NewsBank)
Funk & Wagnalls New World Encyclopedia (EBSCO)
GreenFILE (EBSCO)
Health and Nursing (EBSCO)
Health Source: Consumer Edition (EBSCO)
History Reference Center (EBSCO)
Humanities Source (EBSCO)
JSTOR
Library Literature & Information Science Full Text (EBSCO)
Library, Information Science & Technology with Full Text (EBSCO)
Literary Reference Center Plus (EBSCO)
Literature Resources from Gale
MAS Ultra - School Edition (EBSCO)
MasterFILE Premier (EBSCO)
MEDLINE with Full Text (EBSCO)
Military & Government Collection (EBSCO)
New York Times - Historical (ProQuest)*
Opposing Viewpoints in Context (Gale)
Primary Search (EBSCO)
PsycArticles (EBSCO)
Regional Business News (EBSCO)
Sage Journals (Sage Publications)
Springer eJournal Collection
Teacher Reference Center (EBSCO)
Testing & Education Reference Center (Gale)

**SJR State Library**

ARTStor
Bates' Visual Guide (Ovid)
Bloom's Literature (Infobase Publishing)
Books@Ovid
The Chronicle of Higher Education
EMS World (EMS World)
HR Magazine (WT Cox)
Joanna Briggs Institute EBP Database (Ovid)
Journal of Economic Education (Taylor and Francis)
Journal of Medical Imaging and Radiation Sciences (Elsevier)
Journal of Professional Nursing (Elsevier)
Kanopy Streaming (Kanopy)
Mergent Intellect (Mergent)
The New York Times
Nursing and Allied Health Source (ProQuest)
Nursing Full-Text Journal Collection (Ovid)
Nursing Outlook (Elsevier)
Oxford English Dictionary (Oxford University Press)
Phi Delta Kappan (Sage Publications)
Prehospital Emergency Care (Taylor and Francis)
Pronunciator
R2 Digital Library (Rittenhouse)
Radiologic Technology (American Society of Radiologic Technologists)
Respiratory Care Journal (American Association for Respiratory Care)
Swank Motion Pictures (Swank Motion Pictures)
Teaching & Learning in Nursing Journal (Elsevier)
SJR State Library and Statewide Allocation

eBook Collection (EBSCO)
Virtual Reference Library (Gale)

State Library of Florida

Academic OneFile (Gale)
Books and Authors (Gale)
Business Collection (Gale)
Business Insights: Essentials (Gale)
Business Plan Handbook Series (Gale)
Business, Economics and Theory Collection (Gale)
Career Transitions (Gale)
Computer Database (Gale)
Criminal Justice Collection (Gale)
DemographicsNow (Gale)
Diversity Studies (Gale)
Educators Reference Complete (Gale)
Expanded Academic ASAP (Gale)
Fine Arts and Music Collection (Gale)
General OneFile (Gale)
General Reference Center Gold (Gale)
General Science Collection (Gale)
Health & Wellness Resource Center (Gale)
Health Reference Center Academic (Gale)
Informe! Revistas en Espanol (Gale)
InfoTrac Junior Edition (Gale)
InfoTrac Kids Edition (Gale)
InfoTrac Student Edition (Gale)
Insurance and Liability Collection (Gale)
Kids InfoBits (Gale)
Lit Finder (Gale)
Military and Intelligence Database (Gale)
New York Times - Current (Gale)*
Occupational Outlook Handbook (US Department of Labor)
Professional Collection
Psychology Collection
Small Business Resource Center (Gale)
Sources in U.S. History Online: Civil War (Gale)
US History Collection (Gale)
Vocation, Careers & Technical Education Collection (Gale)
War and Terrorism Collection (Gale)
World History Collection (Gale)
Free
CareerSource Florida Center Directory
Employ Florida Market Place
Florida Job Search Resources
Florida Memory Classroom
Florida on Florida (Florida Electronic Library)
Florida Small Business Development Center Network
Florida's Plan Your Career
Library of Congress Teacher Resources
National Library of Medicine's Drug Information Portal
ProQuest All Subscribed Content
Slavery in America and the World: History, Culture, & Law (HeinOnline)

*This database provides articles that were originally published in the print edition of The New York Times. Content provided in this database is presented in a format that differs from the content provided via your individual SJR State digital subscription to nytimes.com and provides a platform-based search interface. It does not include all current content from nytimes.com.

List updated 7/10/19
APPENDIX B: Learning Support Programs Available to SJR State Students

The following products are available in the Academic Support Center. Some may also be accessible from home. Some products may require an access code purchased by the student.

- Smarthinking
- EdReady
- Turnitin
- HippoCampus
- SJR State’s Virtual Skills Lab
- MyLab Math
- MyLab Statistics
- LaunchPad
- MyLab Accounting
- MyLab Arts
- MyLab Intro to Business (GEB 1011)
- MyLab Business Communication
- MyLab Management (MAN 2021)
- MyLab Reading
- MyLab Writing
- MyLab Psychology
- MyLab Spanish
- Mastering A&P
- Mastering Biology
- Mastering Microbiology
- Mastering Chemistry
- Mastering Physics
- MindTap Computing (CGS 1100)
- MindTap Management
- Starry Night (AST 1002)
- Inquizitive (ENC 1101)